

Project Overview

The National Center on Birth Defects and Developmental Disabilities (NCBDDD) at the Centers for Disease Control and Prevention (CDC) launched the *Learn the Signs. Act Early.* (LTSAE) campaign in 2004 to educate parents, health care professionals, and child care providers about developmental milestones and the importance of early identification and intervention for children with signs of Autism Spectrum Disorder (ASD) and related developmental disabilities (DD). The LTSAE campaign has created tools and resources that have enhanced the quality and effectiveness of communication between parents and their children's health care and child care providers.

The Act Early Regional Summit Project (Summits) furthers the LTSAE campaign by convening teams of key state early intervention leaders, including parents, state public health agencies, medical providers, educators, and personnel from academic institutions. The Summits are designed to strengthen the capacity of states to respond to the increasing demand for coordinated systems to address the needs of children with ASD and related DD. The Summits further the mission of the LTSAE campaign and enhance collaborations among stakeholders and state systems. The Maternal and Child Health Bureau (MCHB) of the Health Resources and Services Administration (HRSA) joins NCBDDD in supporting and promoting the Summits to assist states in creating effective systems for the early identification, assessment, diagnosis and provision of services for children with ASD and related DD and their families.

At the completion of each Summit, state teams developed a state plan outlining resources, activities, outputs, outcomes and vision to improve coordination and awareness of early identification and early intervention service systems for children with ASD and other related developmental disabilities within their states. AUCD in conjunction with NCBDDD and MCHB seeks to maintain and build upon the momentum from the collaborative state team work to carry out action steps within the state plan.

Purpose of Act Early Minigrants

In order to support the collaboration of these summit teams and to further the activities initiated by state teams during the Act Early Summits, AUCD will provide minigrants for a twelve-month period. The state team will use this funding as a catalyst for collaboration with stakeholders and to implement specific activities outlined in their state plan. Minigrants will be awarded in the amount of up to \$3000.00.

AUCD will provide ongoing technical assistance, disseminate resource materials, and facilitate a national web-based forum for stakeholders to exchange and develop innovative approaches in their states. Additional information about past minigrant activities can also be found on this website. Information about the Act Early Regional Summit Project is available on the AUCD website at: <http://www.aucd.org/template/page.cfm?id=547>.

Fiscal Agent

The applying UCEDD or LEND will serve as the fiscal agent for the minigrant, receive the funds, and be responsible for progress reports. Other fiscal agents can be considered and designated on an as-needed basis. If another fiscal agent is requested, the application should include the name of and contact information for the fiscal agent and a short justification.

Minigrant Funds

State applicants are encouraged to identify and secure commitment for additional matching funds from local and state public and private organizations in order to broaden the impact of the minigrant in their state. Minigrants cannot be used to pay for salaried employees, indirect costs or out of state travel. Minigrant funds will be paid to awardees in two increments of \$1,500 each, one upon award and one upon successful completion of progress report.

Proposal Submission Process:

All application materials are available on the AUCD online application system. We offer this web-based application with the hope that it will make the process of applying as easy and convenient as possible.

Project Timelines:

Applications are available on May 3, 2010
Applications are due May 21, 2010
Notice of awards issues on June 4, 2010
Minigrant project period begins on June 11, 2010
Minigrant project concludes on June 10, 2011

Technical Assistance:

Applicants may contact the following staff at AUCD for questions regarding the minigrant process.

- Jennifer Bogin, AUCD Program Manager, Email: jbogin@aucd.org
- Danielle Edson, AUCD Project Specialist, Email: dedson@aucd.org
- Adriane Griffen, AUCD Project Director, Email: agriffen@aucd.org
- George Jesien, AUCD Executive Director, Email: gjesien@aucd.org

We are all available at (301) 588-8252.

□ Narrative: (250 words or less)

Provide a short bulleted list of activities state planned activities to be carried out during minigrant period. Include timelines to achieve related tasks. Describe any modifications to the state plan or changes in state priorities. List in bullets the expected quantitative and qualitative results using output indicators developed in the state plan. Include a short bulleted list of your plans to sustain project activities following minigrant funding.

□ Budget:

Minigrant funds may be used for the following:

- In-state travel support for state team members, in particular for the participation of parents and/or family members of a child with ASD
- Expenses related to meeting, teleconference, or production of materials
- Other items including supplies, printing, copying, postage, and telecommunication

Minigrant recipients are strongly encouraged to identify cash matches and/or in-kind supports from centers (e.g. staff time in project coordination), state agencies, and other partner organizations. Provide a short budget following the budget example.

Budget Example

Line (Description)	Amount
In-state travel (12 state team members @ \$50 per x 2 meetings)	\$1,200
Teleconference (4 quarterly calls @ \$50 per)	\$200
Meeting expenses (15-18 attendees)	\$750
Production of materials (state plan update, provider info sheets)	\$500
Supplies	\$250
Other (Webinar for providers in state)	\$100
Proposed or expected Matching funds	\$0
TOTAL (should not exceed \$3,000 unless proposed or matching funds are identified)	\$3,000

Minigrant Budget

Line (Description)	Amount
<i>TOTAL (should not exceed \$3,000 unless proposed or matching funds are identified)</i>	

Signature of UCEDD/LEND Director/Fiscal agent _____